Request for Offers (RFO) Addendum

RFO Number: RFO0114

Addendum Number: 1

Date of Addendum: 3/16/2016

Original Posting Due Date, Time: 3/18/2016, 4:30 PM CT

Revised Due Date, Time: 3/21/2016, 8:00 AM CT

Title: FileNet 5.2.x Upgrade and Commerce Migration

SCOPE OF ADDENDUM

The following are changes to the RFO:

Page 5, "Required Skills", is amended as follows:

Required Skills (To be initially scored as pass/fail. Thereafter, proposals that meet the minimum Required Skills will be scored based in part on the extent to which the proposal exceeds the minimums. See RFO Evaluation Process, below.)

Required minimum qualifications:

- All resource(s) that the vendor provides must have a minimum of 10 years of experience with FileNet P8 software.
- At least one resource that the vendor provides for the upgrade portion of the project must have a minimum of 5 engagements upgrading from an 'old' version of P8 software between 4.5.1 and 5.1.0 to 'new' version 5.2.x. Each of these engagements must have included upgrading both Content Engine and Process Engine. (Upgrades of systems with Content only will not be considered as an engagement for purposes of meeting this Required Skill.)
- At least one resource that the vendor provides for the migration portion of the project must have a minimum of 5 engagements migrating content from an 'old' P8 version between 4.5.1 and 5.1.0 to 'new' version 5.2.x.

Page 5, "Process Schedule", is amended as follows:

Process Schedule

Deadline for Questions	3/14/2016, 4:30 pm CT
Anticipated Posted Response to Questions	3/16/2016
Proposals due	~~3/18/2016, 4:30 pm CT~~ 3/21/2016, 8:00 am CT
Anticipated proposal evaluation begins	3/21/2016
Anticipated proposal evaluation & decision	3/28/2016

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(Questions and Answers start on next page)

Questions and Answers

Q: Can you please confirm that this RFP involves 3 resources: Analyst, Architect, and a Project Manager?   Also, do we need to provide all 3?

> A: Vendor should provide as many resources as are necessary to complete the required work. Resource(s) should be from at least one of the 3 categories. Note: The vendor must still be approved in all three SITE categories (Architecture, Analyst, Program/Project Management) in order to respond to this RFO – even if the proposed resource(s) are not from all three categories.

Q: We are looking for the location and think it is at 444 Lafayette, however, it doesn't state this in the req. could you please confirm.

> A: The work location is 540 Cedar St., St Paul, MN 55155. Vendor can perform work remotely, as necessary.

Q: Would the State consider extending the submission deadline by one week, to 3/25/2016, to allow vendors time to create a comprehensive response?

> A: This is a re-posting of a previously posted RFO. Due to delays in the process of posting and re-posting, we have stretched our timeline to the maximum possible. The furthest extension that we can provide is to March 21, 2016 at 8:00 a.m. CT.

Q: We recognize the State wants vendors with FileNet P8 migration experience however migrating 4.5 to 5.2 is not common because 5.2 is fairly new. Would the State be open to engagements of migrating from older versions of P8 to newer versions as counting towards the minimum requirements?

> A: We want the vendor to understand the nuances of moving content from version 4.5 to version 5.2 and provide guidance and process directions to us. We would accept experience with any older version between 4.5.1 to 5.1.0 and moving that content to version 5.2.x as an engagement.

Q: Would the State be open to P8 upgrades from all earlier versions of P8 (such as 4.5.1) to 5.2 as counting towards the minimum requirement?

> A: The 5.2 version combines the Content and Process engine. We are looking for a vendor who understands this new architecture, as well as fully understanding the older format and the nuances of migrating content from these two areas into the one combined database. We would accept experience upgrading from any 'old' version between 4.5.1 and 5.1.0 to 'new' version 5.2.x as long as each of those engagements included upgrading both Content Engine and Process Engine. Upgrades of systems with Content only will not be considered as an engagement.

Q: Will the vendor be responsible for installing Websphere in this project?

> A: No

Q: Is Dev Environment also clustered?

> A: Setup as clustered environment but CPE Cluster contains only one node for Content Platform Engine.

Q: Is there an incumbent vendor who is assisting DHS or other agencies on other FileNet project?

A: Yes, there is an incumbent vendor who has assisted DHS on similar FileNet upgrade projects. An incumbent has already assisted with upgrading the Dev, STST and ATST environments at DHS for this project.

Q: How many Resources are you expecting to have for completion?

A: The vendor can provide as many resources as are necessary to qualify and complete the work.

Q: Only the Production (DHS) P8 5.1 environment is specified in the RFO. Are there other environments to be upgraded? Does the vendor need to provide/quotes services to upgrade the other (DHS) non-production P8 5.1 environments?

A: No, the other non-production environments have already been upgraded.

Q: Do the installation and upgrade procedures need to be documented?

A: Yes, we wish to have all processes documented. State staff will work with vendor to capture and document procedures.

Q: Is the current (DHS) P8 5.1 Production environment at the minimum required ECM patch levels for upgrading?

A. Yes, the current DHS P8 5.1 environment is at the minimum patch levels for upgrade to P8 5.2.1

Q: Will the target P8 5.2.1 Production be pointing to the existing SAN/NAS storage? If not, who will be responsible for moving the content over from old storage location to target?

A. Content in P8 5.1 System is stored in Oracle DB. Vendor needs to determine the detailed processes for upgrading current Object Stores to P8 5.2.1

Q: How many Object stores reside on the current P8 5.1 Production environments?

A: 5 Object Stores including 'Preferences' Object Store

Q: For the Content migration of Department of Commerce/PUC, Office of Higher Ed, Admin, DNR the RFO indicates "FileNet 4.1", is that referring to version 4.1 Image Services Software?

A: No. All documents are in FileNet P8, version 4.01.006. Image Services is not involved.

Q: For the Content migration of Department of Commerce/PUC, Office of Higher Ed, Admin, DNR are all the documents to be converted from Image Services to FileNet Content Manager on the same Image Service Environment (with some logical separation) or is each set of documents housed on its own Image Services system?

A: All documents are in the same environment. No Image Services conversion is needed as part of this project.

Q: For the Content migration of Department of Commerce/PUC, Office of Higher Ed, Admin, DNR how many pages (or average number of pages per document) for each of the below set of documents are to be converted:

       A: The documents are all TIFFs. We do not know the average number of pages.

Document Set	Total Number of Documents	Total Number of Pages
Department of Commerce/PUC	1.6 Million	
Office of Higher Ed	19,000	
Admin	220,000	
DNR	330,000	

Q: For the Content migration of Department of Commerce/PUC, Office of Higher Ed, Admin, DNR are there annotations associated with the documents that need to be converted?

       A: No annotations

Q: For the Content migration of Department of Commerce/PUC, Office of Higher Ed, Admin, DNR are there any COLD documents to be converted? If yes, how many templates (overlays) are associated with the COLD documents?

       A: No

Q: For the Content migration of Department of Commerce/PUC, Office of Higher Ed, Admin, DNR what is the average number of indexes (properties) associated with each set of documents to be converted?

       A: There is an average of 6 indexes.

Q: For the migration of the Commerce content from P8 4.5 hosted at MN. IT Central to DHS P8 5.2.1 environment can you provide the counts and sizes of the 11 Object stores that are migrating into one Object store?

       A: Object Stores:

	File Count	File Size in MB
Dev #1	41	1.8
Dev #2	10	.9
Dev #3	202	.18
Prod Commerce Board #1	57196	91
Prod Commerce Board #1	53401	124

Prod #1	2335	.3
Prod #2	19484	.5
Prod #3	0	0
Prod #4	0	0
Prod #5	0	0
Prod #6	5564	6
Prod #7	712758	217
Prod #8	82426	254
Prod #9	25773	75
Prod #10	343881	230
Prod #11	126758	49

Q: For the migration of the Commerce content from P8 4.5 hosted at MN. IT Central to DHS P8 5.2.1 environment will the Directory Services authentication method be changing?

    A: Yes, switching from Site Minder to Active Directory.

Q: For the migration of the Commerce content from P8 4.5 hosted at MN. IT Central to DHS P8 5.2.1 environment can you provide detail on the types of customization's required for the EJB connectors?

    A: No customization is required. Vendor will be asked to assist with WAS related configuration to allow for incorporation of existing customizations (using EJB connectors) to work in the new environment. Guidance on best practices for application connection is requested.

Q: For the migration of the Commerce content from P8 4.5 hosted at MN. IT Central to DHS P8 5.2.1 environment can you provide more detail around what will be required for the Data Cleanup?

    A: This will be mainly the responsibility of the State resources. Vendor should be aware that data cleanup will be happening as a part of this project.

Q: For the migration of the Commerce content from P8 4.5 hosted at MN. IT Central to DHS P8 5.2.1 environment how many work templates need to be recreated in IBM content navigator?

    A: State FileNet Administrators will perform this work.

Q: For the migration of the Commerce content from P8 4.5 hosted at MN. IT Central to DHS P8 5.2.1 environment how many Java applications need to be migrated?

  A: None. Commerce may need assistance from vendor to review Java/EJB/CEWS/WAS applications (edockets /efiling, CARDS, Online) the ensure they are compatible with F5.2

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: